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| UIHC logo1 | **UI Health Care**  **Project Management Office**  ***“Achieving business results through Project Management”*** |

**New Project Initiation Request Document (PID)**

*Please complete this document, save it as the “****Project Name****”, and email it to* [*hcis-pmo@uiowa.edu*](mailto:hcis-pmo@uiowa.edu)

**Project Information**

|  |  |  |
| --- | --- | --- |
| **Project Name** | |  |
| **Submitted By** | |  |
| **Phone** | |  |
| **Email** | |  |
| **Estimated Project Start Sate** | |  |
| **Estimated Project Completion Date** | |  |
| **If this is a Capital Budget Project, list Budget ID** | |  |
| **If this project budget is approved, list MFK #** | **Capital MFK:** |  |
| **Operating MFK:** |  |
| **Expiration date of MFK #** | |  |
| **Are you requesting a PMO Project Manager?** | |  |

**Business Need**

*Provide a brief overview and background information about the project. Explain at a high level what the project is to accomplish and expected benefits.*

**Product Description, Vendor Information, and/or Deliverables**

*Describe the product or service that the project is to deliver.*

*Include vendor contact information and URL of vendor / product website*

**Project Customer, Project Sponsor/s**

*Identify the customer who will realize the benefits of this project. Identify the sponsor who will champion the project.*

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Department** |
| **Project Customer** |  |  |
| **Project Sponsor** |  |  |
| **Co-Project Sponsor** |  |  |

**Project Boundaries**

*The scope sets the boundaries of the project. Enter those items that are considered to be in and out of scope. This is a high level description of what is in and what is out of the boundaries of the project.*

| **In Scope** |
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| --- |
| **Out of Scope** |
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**Critical Success Factors**

*Identify the critical success factors for the project. Critical success factors are outcomes that must be achieved in order for the project to be considered a success. A critical success factor that is not realized becomes a project risk.*

*Example critical success factors:*

* *Management critical success factors such a committed sponsorship, timely decision-making by the steering committee, periodic reviews of the project etc.*
* *Technical success factors such as a controlled and stable technical infrastructure.*
* *Resource success factor such as dependency on hardware availability or the availability of appropriately skilled project staff.*

**Project Assumptions**

*List any assumptions made in defining the project. Assumptions can affect any area of the project including scope, stakeholders, business objectives and functional requirements.*

**Project Constraints**

*Summarize the key constraints that will serve as limitations and boundaries for the project team in their decision making.*

**Estimated Costs**

|  |  |
| --- | --- |
| **Cost Item** | **Estimated Cost** |
| New Software / Upgrade |  |
| Additional Hardware / Servers |  |
| Additional Software Licenses |  |
| Networking Equipment |  |
|  |  |
|  |  |